



## Civil Rights

**Professional Standards:** Administration 3000 (Human Resources and Staff Training 3400)

### Webcast

Civil Rights – 15 minutes

The purpose of this training is to inform, train and educate child nutrition program staff (with non-administrative duties) regarding general USDA Civil Rights requirements and increase awareness of resources and information available to assist in carrying out Civil Rights responsibilities.

LEAs are responsible for annually training their front line staff and supervisors who interact with applicants or participants. Training must be documented: staff signatures, training date, presenter, and length of training. This documentation is required to be kept on file for 3 years plus the current school year. The consultant will review the annual Civil Rights training documentation for all front line food service staff.

### Activity

Break staff into small groups (4-5 individuals in each). Provide each group a scenario to discuss and report to the group. Source: Illinois State Board of Education Nutrition & Wellness Programs Division

- **Scenario One:** Through your data collection procedures, you recognized that even though the community is composed of a large Hispanic population (40 percent), only 2 percent of Hispanics are eligible for meal benefits. *What outreach efforts would you take to increase Hispanic program participation?*
  - **Possible ideas:** Educational information or materials may be needed in other languages and provide outreach to other programs in the area which serves the Hispanic population.
- **Scenario Two:** On occasion, the cafeteria will have leftovers following the last lunch period and will offer them to the boys in the group. Is this practice discriminatory and if so on what basis?
  - **Answer:** Yes, it is discriminatory. Even though cafeteria staff may not intentionally be discriminating against anyone, they are discriminating based on sex. If leftovers are going to be offered they need to be offered to everyone.
- **Scenario Three:** “Pizza Day” is the most popular day in the school cafeteria. Near the end of the lunch period three African-American boys come through the line and are told by a Caucasian

school lunch employee that the cafeteria is “out of pizza.” They can see two pieces of pizza remain. Shortly thereafter, a Caucasian boy comes through the line and the school lunch employee gives him one of two remaining pieces of pizza. You ask the employee why he gave the Caucasian child a piece of pizza after he told the three African-American children the cafeteria was out. The employee tells you the Caucasian child is his neighbor and he promised the child he would save him a piece of pizza the next time it was served in the cafeteria.

- **Answer:** Even though the cafeteria worker probably thought they were just being nice and saving a piece of pizza for the neighbor boy, it definitely looks discriminatory. The two slices of pizza should go to the first two children through the line that ask for
- **Scenario Four:** Children whose first language is Spanish are asked to sit together at a *Spanish-speaking* table. *Is this a civil rights issue?*
  - Answer: Yes, segregating or separating children who share a particular characteristic into groups would be considered a civil rights issue and discrimination based on the protected class of national origin.

## Quiz

The quiz questions can be completed as group, in pairs, or individually as a way to reinforce concepts learned.

1. Which poster is required to be prominently displayed in an area that is visible to all child nutrition program participants?
  - a) MyPlate
  - b) And Justice for All
  - c) Physical Activity Promotion
  - d) Food Allergy Symptoms
2. Which of the following is the act of distinguishing one person or group of persons from others, either intentionally, by neglect, or by the effect of actions, or lack of actions based on their protected classes?
  - a) Civil Rights
  - b) Racial and Ethnic
  - c) Noncompliance
  - d) Discrimination
3. Which if the following is not one of the federally or Iowa specific protected classes:
  - a) Disability
  - b) Age
  - c) Sex
  - d) National Origin
  - e) Race
  - f) Place of Employment

- g) Color
- h) Sexual Orientation
- i) Gender Identity
- j) Creed
- k) Religion

**4. Children with disabilities must have a statement certified in writing by which of the following:**

- a) Licensed Physician**
- b) School Nurse School
- c) Nutritionist
- d) Food Authority

**5. The Civil Rights statement must be included which of the following:**

- a) Letters to households notifying eligibility or denial of reduced price or free benefits
- b) Enrollment forms
- c) Employee handbooks
- d) Newsletters, brochures and flyers
- e) Print or broadcast ads
- f) Webpages
- g) All of the above**

## **Additional Civil Rights Trainings and Resources**

[Iowa Department of Education Civil Rights Webpage](#) – Includes trainings, handouts, procedures, complaint forms, training for Breakfast in the Classroom teachers, quiz, and self-assessment checklist.

[Civil Rights Training Handout](#) – A companion resource to highlight important information during training (Iowa Department of Education).

[Jeopardy Civil Rights Game and Quiz](#) - Test Civil Rights knowledge during annual training. Available on CNPIowa in the Form Download section (Iowa Department of Education).

[USDA Civil Rights Manual](#)

[Iowa Civil Rights Manual](#)

[USDA Special Diet Guidance](#)

[Iowa Diet Modification Form](#)

[Iowa Compliant Procedures Template](#)

[USDA Program Discrimination Complaint Form](#)

## **Federal Civil Rights Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov) .

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